

FILING AND RETENTION SCHEDULE

Central Accident Records Division

Schedule No. 647-14

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

CENTRAL ACCIDENT RECORDS DIVISION

CARD

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|------|---|--|
| 1400 | Motor Vehicle Citation<br>(Summons) Files | <p>Contains the number 3 copy and number 7 copy of the citation which is issued to motorist for traffic violations occurring on Maryland highways. Information from the number 3 copy is coded and computerized to facilitate statistical reporting. The number 7 copy showing disposition of the case is the record copy.</p> <p>Retain the number 3 copy thirty days after coding, then destroy. Retain the number 7 copy for three years, then destroy.</p>   |
| 1401 | Accident Report File                      | <p>The original copies of all accident reports prepared by the Maryland State Police and local police agencies except Baltimore City are submitted to the Central Accident Records Division where they are microfilmed and computerized. The original report is destroyed thirty days after microfilming and the microfilmed copy becomes the record copy.</p> <p>Retain microfilm for ten years, then destroy.</p>  |
| 1402 | Accident Negative File                    | <p>Contains photographic negatives of accidents occurring on Maryland highways which are used to support the accident investigation.</p> <p>Retain for ten years, then destroy.</p>  |
| 1403 | Accident Printout File                    | <p>Consist of various computer reports which show the total motor vehicle accidents occurring on Maryland highways and enforcement data by type of violation and highway, time of day and day of week with accompanying comparative and statistical data. These printouts are created from information collected from the accident reports and are produced quarterly and annually.</p> <p>Retain quarterly reports until annuals are published, then destroy. Retain annual reports for five years, then destroy.</p> |